



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
2000 OPELOUSAS AVENUE  
NEW ORLEANS, LA 70146-5400

ForO 1730.1B  
REL  
28 Jan 2013

FORCE ORDER 1730.1B

From: Commander, Marine Forces Reserve  
To: Distribution List

Subj: COMMAND RELIGIOUS PROGRAM (CRP)

Ref: (a) SECNAVINST 1730.7D  
(b) MARCORMAN, par. 2816, W/CH1-3  
(c) MANUAL FOR COURTS-MARTIAL (MCM)  
(d) SECNAVINST 1730.9  
(e) MCWP 6-12  
(f) MCO 1738.1  
(g) COMNAVRESFORINST 1001.5  
(h) MCO 3040.4  
(i) BUPERSINST 1770.3  
(j) MCO 1754.6  
(k) SECNAVINST 1730.8  
(l) MCO 1020.34G W/CH 1-5  
(m) MCO P10120.28G  
(n) BUPERSINST 6110.1  
(o) OPNAVINST 1414.4  
(p) Joint Federal Travel Regulation  
(q) FORO 3502.1  
(r) NEOCS MANUAL, VOL. II  
(s) OPNAVINST 1001.39  
(t) BUPERSINST 1610.10  
(u) MCO 1730.6D

Encl: (1) Command Religious Program (CRP) Procedural Guidelines

1. Situation. To revise, publish and implement the guidelines for religious ministries within Marine Forces Reserve (MARFORRES).

2. Cancellation. ForO P1730.1A.

3. Mission. Reference (a) promulgates policy and assigns responsibility for religious ministries within the Department of the Navy (DoN). Reference (b), (c) and (d) set forth policies and procedures for religious ministry accommodations and confidential communications within the DoN. Reference (e) sets forth doctrine, procedures, and policies concerning the Chaplains Advisement and Liaison. Enclosure (1) sets forth policy and procedural guidance for the implementation of the CRP. This Order addresses procedural items that are specific to the conduct of religious ministries within

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distribution is unlimited.

MARFORRES and Major Subordinate Commands (MSC) formatted for implementation to the dynamics of the Reserve Component.

4. Execution. Religious Ministry within MARFORRES will be conducted per the references and this Order.

5. Administration and Logistics. This Order contains procedures that are specific to the delivery of religious ministries within MARFORRES.

6. Command and Signal

a. Command. This Order is applicable to the Navy Chaplains and Religious Program Specialists (RPs) serving within MARFORRES.

b. Signal. This Order is effective the date signed.



S. A. HUMMER

DISTRIBUTION: D

Directives issued by this Headquarters are published and distributed electronically.

LOCATOR SHEET

Subj: COMMAND RELIGIOUS PROGRAM (CRP) PROCEDURAL GUIDELINES

Location: \_\_\_\_\_  
(Indicate the location of the copy(ies) of this order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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## Chapter 1

Mission and Responsibilities

1. General. References (a) and (b) establish DoN and Marine Corps policy for the free exercise of religion for all members of the Naval Service, their dependents and other authorized persons. Unit Commanders are responsible for implementing and maintaining a CRP in support of the free exercise of religion as outlined in the references. Navy Chaplains and Religious Program Specialists (RPs) are assigned to 4th Marine Division, 4th Marine Air Wing, 4th Marine Logistics Group, Force Headquarters Group, and respective Fleet-wide Active Duty Commands to assist unit commanders in the development and implementation of their respective CRP.

2. Mission. The mission of the MARFORRES CRP is to:

- a. To train and prepare subordinate commands for mobilization.
- b. To provide for the free exercise of religion by all personnel assigned to force units.
- c. To provide ministry that enhances the moral, personal and spiritual resiliency and growth of MARFORRES personnel and whenever practical, the pastoral care and counseling of personnel and their dependents.

3. Organization and Assignment. As Special Staff Officer for Religious Ministries, the assignments of any Chaplain or Religious Program Specialists to any MARFORRES units will be coordinated with the MARFORRES Force Chaplain in accordance with reference (f) and (g).

a. Tour length. Under normal circumstances, once assigned to a billet, chaplains will remain in the billet until they reach their Projected Rotation Date (PRD) as specified on their orders. It is expected that the billet will be vacated at that time and filled with another qualified chaplain. If there are no candidates for the billet at the time, the incumbent may remain in the billet for increments of one year or until a qualified chaplain can be assigned. The following tour lengths are in effect:

(1) Command O4/O5: 2 years

(2) Non-Command O4/O5/O6: 2 years

b. Cross-Assignments. In accordance with reference (g), MARFORRES units are currently authorized to employ cross assignments of personnel to ensure maximum manning of Program Nine billets. Cross assignments can be interrupted by a local qualified chaplain. Personnel drilling locally with the unit have priority for assignment to a billet. Cross assignments must be coordinated with Echelon III Chaplains of Marine Corps commands while coordinating communication is sent to the MARFORRES Force Chaplain.

## Chapter 2

### Religious Services and Education

1. Religious Services. Religious services are arranged for and conducted by Selected Reserve (SELRES) Chaplains during drills, exercises, Annual Training (AT), and when mobilized. In planning and scheduling services, the chaplain will:

a. Obtain command support and work closely with all echelons of command.

b. Encourage unit personnel to attend worship services of their choice.

c. Utilize chaplains, civilian clergy or command appointed lay leaders for religious services at drills, exercises, AT, or when mobilized, in order to provide for the diverse religious needs of the personnel.

2. Ordnances, Rites and Sacramental Acts. To the degree possible, religious ordnances, rites and sacramental acts will be made available for all personnel. They will be conducted by authorized persons and in keeping with ecclesiastical requirements.

3. Religious Education.

a. Religious Instruction. To every degree possible, religious instruction will be provided in keeping with faith group requirements and the needs of the individual requesting the instruction. The guidance or services of a chaplain or a civilian cleric from the specific faith group will be requested in order to meet the particular needs of the individual and/or requirements of the faith group.

b. Scripture Studies. To every degree possible, scripture studies should be provided for interested personnel. Each unit chaplain has the responsibility to establish and monitor such studies in the unit or to refer interested personnel to existing scripture studies. The command will provide religious materials required for such studies.

4. Pastoral Care. As set forth in references (a) and (b).

5. Official Visits. Regular visits to personnel who are hospitalized, confined or in emergency or crisis situations, provide morale and ministry support. Also, visits to unit work sites are an especially effective method for developing supportive relationships.

6. Counseling. Chaplains may have specialized training in areas such as drug/alcohol abuse, corrections, group process, values clarification, etc., however, it is unrealistic to expect all chaplains to have uniform expertise in all specialized areas.

Chaplains shall be available to provide counseling in accordance with their denominational training and backgrounds. Information shared with a chaplain in the counseling and confessional context is considered "privileged communication" and is confidential. In accordance with reference (c) and (d), the use of privileged communication extends to Religious Programs Specialists (RPs). The counselee's right of confidentiality must be guarded by both the commander and the chaplain/RPs.

7. Marriage Preparation and Education. Chaplains may provide marriage preparation and education programs or refer personnel to existing programs that meet their needs and concerns.

8. Casualty Assistance Calls Program. Chaplains will participate in this program per the current editions of references (g) and (i).

9. Human Affairs Programs. Chaplains may participate in a variety of command programs to educate or train personnel in human affairs or quality of life areas, such as drug and alcohol abuse, values clarification, interpersonal relationships and religious, cultural, and social concerns. The chaplain's participation is only as a resource person for the programs.

10. Personal and Moral Development Training. Chaplains shall be available to provide programs in personal and moral development training, such as suicide awareness, character development and personal responsibility and growth. Appropriate referrals shall be made to the Chaplains Religious Enrichment Development Operation (CREDO).

11. Marine Corps Family Team Building. Chaplains are key members of Family Team Building, and therefore shall be knowledgeable on all matters pertinent to family readiness. They are to support and encourage participation in the Lifestyle, Insights, Networking, Knowledge and Skills (LINKS), CREDO, and other prevention focused initiatives as outlined in reference (j).



## Chapter 3

Reserve Support

1. General. In accordance to reference (g), reserve religious ministry support will be provided to Marines, Sailors, and their dependents within MARFORRES as applicable.
2. Collateral Duties. Collateral duties may be assigned to a chaplain, when appropriate to the chaplain's unique professional role as a representative of a religious faith group and as a Naval Officer. In accordance with references (a) and (k), collateral duties may be assigned when they enhance the scope of ministry provided to the unit.
3. Military Bearing. In accordance with reference (l), Navy personnel assigned to Marine Corps units will project pride in their physical appearance and military bearing at all times.
4. Uniforms. Chaplains and RPs wear organizational gear in accordance with reference (l). Chaplains are authorized to wear their vestments of their religious faith group when conducting worship services. Upon assignment to Program Nine sponsored units, chaplains and RPs will be issued organizational clothing (e.g. utilities, boots) as authorized and in accordance with references (l) and (m).
5. Physical Fitness. In accordance with reference (n), chaplains and RPs will adhere to the Navy standards for physical fitness and will take the Navy physical fitness assessment at the required intervals.
6. Grooming Standards. Chaplains and RPs will adhere to the Navy grooming standards as set forth by references (i), (o) and (l). In the event a Chaplain or RP chooses to wear a Marine Corps uniform, compliance with the Marine Corps uniform regulations as set forth in references (l) is mandatory.
7. Enlisted Fleet Marine Force Warfare Designation (EFMFWS). EFMFWS qualification recognizes the efforts of enlisted individuals trained in FMF warfare operations. EFMFWS qualification is mandatory for all Active Duty, Full Time Support (FTS), and Selective Reserve (SELRES) Navy enlisted personnel who are permanently assigned to FMF commands and who meet the eligibility requirements set forth in this instruction. Initial qualification must be completed within 24 months for E1 to E3 personnel and 18 months for pay grades E4 to E9, which will become effective upon reporting on board. To attain the EFMFWS qualification, personnel shall meet the following criteria:
  - a. Enlisted personnel who have served a minimum of 90 consecutive days and are permanently assigned to a type duty code 2 or 4 sea duty Fleet Marine Force (FMF) command.
  - b. Augmented enlisted personnel mobilized and assigned by billet sequence code line numbers to a type duty code 2 or 4 sea duty FMF

command during combat or peacekeeping operations for a minimum of 90 consecutive days. Eligibility does not apply to other personnel deployed solely in support of Marine Corps operations, training, or exercises. Upon detachment from an FMF command, personnel are no longer eligible to test, board, or qualify.

c. Enlisted FTS, SELRES, and AD personnel assigned to MARFORRES:

(1) FTS personnel assigned to MARFORRES must have served a minimum of 12 months consecutively.

(2) SELRES personnel must be presently assigned to a Navy Reserve, Program Nine, MARFORRES command and serve a minimum of 12 months with satisfactory drill attendance.

(3) Complete one period of annual training assigned to an FMF specific or an equivalent Active Duty for Special Work (ADSW).

d. All eligible candidates must have passed their most recent Navy physical readiness test, per reference (n), and must be within Navy body composition assessment (BCA) standards to meet eligibility criteria and commencement into the EFMFWS program. If BCA standards are not maintained, that candidate will be identified and eligibility will be suspended. To regain eligibility, they must successfully complete the fitness enhancement program and receive a positive recommendation by their command prior to recommencement of the EFMFWS qualifying process.

## Chapter 4

Administration to Selected Reserve (SELRES) Personnel

1. General. Marine Forces Reserve provides administrative support and oversight to each of the MSCs and overall advisement to the MSC Chaplains.

2. Inactive Duty Training (IDT). Chaplains and RPs are required to attend all drills with their assigned unit as specified in reference (h) or to the unit to which they are assigned and/or cross assigned. SELRES, regardless of pay grade, will not be paid to travel to their normal drill site per reference (p), which states, "A Reserve Component member commits an obligation to participate in a finite number of scheduled training periods annually. Inherent to this obligation is the travel between the member's home and the location at which the member normally performs drills. The member receives no reimbursement for that travel." However, service members can receive monetary allowances for training and traveling to Mobilization Commands up to the allowable limits.

(a) Unit Commanding Officers (CO) will ensure all cross-assigned unit members meet and comply with reference (p). The intent of this policy is to ensure an ongoing comprehensive CRP. There will be events such as the Navy PRT, annual physicals, and advancement examinations and Navy requirements that personnel must complete at the Navy Operational Support Center. On such occasions, the Chaplain or RP shall be allowed to meet the Navy requirement for career development. The SMCR unit commanding officer will be made aware of these requirements by the unit chaplain well in advance so as not to jeopardize the CRP and plan for alternate arrangement.

(b) Scheduling of drills for Navy Reserve Chaplains may require special attention. Navy Reserve Chaplains are required to have an ecclesiastical endorsement in order to retain their officer commission. Inflexible drill scheduling that prohibits a chaplain from conducting worship services with his/her civilian congregation may result in withdrawal of endorsement, thus creating a loss to the Naval Reserve.

(c) The SMCR unit CO and chaplain shall arrange to have services conducted during the drill at a time that will not conflict with the chaplain's responsibilities to his/her civilian congregation as directed by reference (g) and consistent with current policy regarding worship during drill periods.

3. Inactive Duty Training and Travel (IDTT). IDTT orders and funding are available to allow SELRES to travel to their supported commands when appropriate in accordance with reference (p). Cross-assigned out (CAO) personnel are required to travel to their mobilization commands/units at least once per quarter. CAO personnel are strongly encouraged to drill with their mobilization commands or subordinate

units at a greater frequency than stated above. This should be coordinated in accordance with command operational support plans.

4. Annual Training (AT). Chaplains and RPs are mandatorily required to perform all ATs with their assigned/supported command. This key time is to build a pastoral identity which is crucial in cases of mobilization. This will involve long range planning for the chaplains/RPs, in regard to civilian responsibilities as well as interactive planning with the assigned command's Training Exercise and Employment Plan (TEEP), reference (q). The chaplain/RP, via his/her Commanding Officer, shall notify the MSC Chaplain at the earliest opportunity in order to find a replacement chaplain in the event of non-attendance. On a case by case basis, the following exceptions shall be the qualifiers for exclusion from unit AT serious illness or Death of an immediate family member and Navy PME/NEC attendance and/or attainment.

5. Active Duty for Training (ADT)-Schools. Commander Navy Reserve Forces (COMNAVRESFOR) (N7) manages school requirements and funding. Plan active duty training (ADT) Schools orders so that COMNAVRESFOR (N7) receives order requests no later than 30 days prior to the school start date for Continental United States schools and 60 days prior for Outside the Continental United States schools. Regardless of start date, all ADT Schools orders should be entered no later than 30 June.

6. Active Duty for Special Work (ADSW). Navy Reserve Personnel who are receiving orders for ADSW must immediately notify their respective chain of command, Unit Inspector-Instructor (I-I), MSC Chaplain and/or MARFORRES Force Chaplain per reference (r). As ADSW generally exceeds 180 calendar days, the absence of a chaplain or RP must be reported accordingly to ensure proper religious ministry coverage.

7. Chaplains/Religious Specialist Expeditionary Skills Training (CREST). CREST is a basic indoctrination course consisting of rigorous training designed to prepare Religious Ministries Personnel for service with the Marine Corps. CREST completion is required for all chaplains and RPs enroute to their initial assignment with the Fleet Marine Force per reference (r). Advanced Pay Grade personnel must complete CREST by the end of their second year in the billet. Additionally, in order to receive the Navy Enlisted Code (2401), RPs must complete CREST.

8. Training. Chaplains and RPs are considered ready to mobilize when they have completed 100 percent of the requirements on their Individual Training Plans (ITP). The gaining commands of Marine Forces Pacific and Marine Forces Command, in coordination with MARFORRES, review, revise, and submit additional mobilization requirements for personnel attached to Active Duty Commands. MARFORRES determines additional mobilization requirements for personnel assigned to SMCR units.

9. Budget Submission. Submission of budgets for future fiscal year (FY) annual training evolutions is to be submitted in a timely fashion.

MSC Chaplains must coordinate with their subordinate RMTs and their respective G3s to ensure proper planning for the following fiscal year TEEP implementation plan. Fiscal budgets are to be routed appropriately via respective chains of command to MARFORRES Force Religious Program Manager no later than 30 April of the current year.

10. Fitness Reports and Evaluation Report System. Naval Performance Evaluation system is the platform in which the performance of Navy personnel is evaluated. Command Chaplains will not be delegated as reporting seniors, but will assist and advise Commanders in the preparation and appropriate submission of these reports. Per reference (t), Commanding Officers of non-commissioned Navy Reserve Units will be reported on by the Commander or CO of the unit's active duty supported command. Per reference (u), Chaplains are principal staff officers who serve under the cognizance of the Chief of Staff of the Executive Officer of a command.

(a) Each chaplain and RP is responsible to ensure continuity of the reporting period with the previous Fitness Report (FITREP) or Evaluation Report (EVAL) and the timely submission of information concerning his/her activities to assist the reporting senior in report preparation.

(b) The MSC Chaplains will assist commanding officers of the Selected Marine Corps Reserve Inspector-Instructors (SMCR I-I) in preparing chaplains and RP FITREPs and EVALs, informing them of due dates and recommending comments.

(c) The Force Chaplain is tasked by the Commander, MARFORRES to provide advice concerning policies and procedures of the Navy Officer FITREP to all Marine Commanders. Furthermore, the Force Chaplain is tasked with reviewing and providing comments on MSC Chaplain FITREPs for the Commanding Generals prior to final preparation and submission.

(d) The information for block 28 of the FITREP Command Employment and Command Achievements should be that of the individual's supported command.

(e) The Reporting Senior, Rater and Concurrent signatures of individual reports shall be determined by Appendix A. In general, reporting seniors for chaplains and RPs E6 and above shall be the commanding officer or other delegated reporting senior of the supporting command or the SMCR Unit I-I. Chaplains may be reporting seniors for RPs E5 and below.

## APPENDIX A

## FITNESS REPORT AND EVALUATION SIGNATURE CHART

The following chart provides specific guidance for determining the required signatures for Program 9 personnel fitness and evaluation reports.

Type of Unit	Required Signatures for FITREPs and EVALs		
	<u>Reporting Senior</u> FITREP Block 45 EVAL Block 40	<u>Rater</u> EVAL Block 42	<u>Concurrent</u> FITREP Block 47 EVAL Block 52
<u>SMCR UNIT OR</u> <u>NAVY UNIT</u> <u>SUPPORTING SMCR</u> <u>UNIT</u>			
Chaplains/RP2 E7 and above	SMCR Unit CO or Inspector-Instructor	N/A	N/A
RP's E6	Supported USMC Command CO or delegate	N/A	MEFREL OIC
RP's, E5 and below	MEFREL OIC	MEFREL Senior RP, chaplain or delegate	MEFREL OIC
<u>Cross Assigned</u>			
Chaplains and RP's E7 and above	SMCR CO or Inspector Instructor of Supported Command or delegate	N/A	CO or delegate of corresponding organization in assignment relationships
RP's E6 and below	Assigned to or Cross assigned to SMCR CO or Inspector Instructor or delegate	Unit Chaplain, Sr. RP or higher Echelon RP	CO or delegate of corresponding organization in assignment relationship